Vehicle Rental Policies - IMPORTANT!

► Please review the [SGA Transportation Policy](#).
  
  ► Highlights:

  ► 2 certified drivers per vehicle needed for trips over 50 miles from campus
  ► No more than 2 vehicles can be rented per club (if more vehicles are needed, a bus must be rented)

  ► Risk Management must approve all drivers who drive **both University and external vendor vehicles**

  ► Minimum age of 19 years old

  ► Enterprise rentals require drivers to be 21 years old or older or 25 years or older for 12-passenger vans.

  ► Start the process of becoming a certified driver [here](#).

► **Clubs are responsible for personally paying** for any type of **ticket or violation** they get while traveling with rented vehicles on club business.
Towing Trailers

- If your club has a trailer, or will be renting a trailer from U-Haul to tow, the certified drivers in your club will need an extra trailer towing certification from Risk Management to drive:
  - [https://riskmgmt.w3.uvm.edu/SafetyCourseSignup.php](https://riskmgmt.w3.uvm.edu/SafetyCourseSignup.php)

- SGA vans and the truck MUST be used to tow trailers because *vans from Hertz CANNOT TOW*
  - Priority for SGA vehicles cannot be given for clubs that need to tow, but if you know you will need to, you should be diligent in making sure your requests are in on the Friday at 9am, 5 weeks prior to the date needed

- If SGA has no vans available, then the only options will be to use a personal vehicle (which we do not recommend because UVM insurance will not cover this) or renting a towing vehicle from U-Haul
  - If you run into this issue, please come see us in the SGA Office
If you will be traveling through tolls, you will need to use personal cash to pay for these tolls as our vehicles do not have EZ-Passes.

If you do go through a toll and we receive a fine, the club will be responsible for PERSONALLY reimbursing this violation fine with cash or check. It may not come out of the club’s 131 account.

Toll fines increase dramatically after the first due date, so it is best to pay them as soon as possible.
Gas Cards

- Gas cards (a.k.a. Fleet Cards) are credit cards used to fill up your vehicle’s tank, whether it be a personal vehicle or an SGA/external vendor rental.
  - The money comes from either a gas supplement fund allocation or your club’s 131 account.
- Gas cards should **always** be used whenever a club travels for club purposes.
- You **MUST** keep and return ALL receipts.
  - Best practice is to take a picture of the pump after each transaction!
- If you are traveling out of New England, New York, New Jersey, and Pennsylvania, let Meg know each state you will be traveling through. They need to be unlocked for each trip.
- To begin the gas card request process, please fill out a [Step 1 Spending Request form](#) (needs link).
SGA Vehicles (Vans and trucks)

- Can be requested up to **5 weeks prior** to the date of use
  - Reservation requests may be submitted no sooner than the Friday that is 5 weeks before rental date, at 9am.

- SGA Fleet:
  - 8 12-passenger vans at $70/day
  - 1 pick-up truck (seats 5) at $60/day
    - Vans are $90/day for departments and the truck is $70/day for departments
SGA Vehicles (Vans and trucks)

For example: on the first Friday of the month shown below (indicated with a caret), an individual may request to rent a van for any day(s) as far out as the last Friday (and that weekend) shown on the calendar (between and including the asterisks).

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- Please request vehicles no later than 1 week before the rental date, as there is an approval process that can take a couple of days.
- Please reach out to Meg at uvmsga@uvm.edu with any questions on this process.
SGA Vehicle Renting Process:

- **To rent the vehicle:**
  1. Submit a REQUEST SGA Vehicle form.
  3. *Upon approval*, Meg will prompt you to schedule a key pick-up appointment.

- **To use a gas card:**
  1. Submit a Spending Request form.
  2. *Upon approval*, Meg will prompt you to schedule a time to pick up the card(s).
Key Pick-up Appointments (new for 2022-2023)

- Vehicle keys will only be given to clubs at the end of a key pick-up appointment.
  1. Upon rental approval, schedule a key pick-up appointment with Meg
  2. During appointment, come to SGA office and pick up a van check form
  3. Bring van check form over to Gutterson and assess exterior of the vehicle(s) being rented
  4. Take pictures of exterior (front, back, and both sides of van)
  5. Bring completed van check form back to SGA office
  6. After signing your completed form, Meg will hand you the keys
External Vendor Vehicle Rental

- SGA Clubs may also rent vans and buses from local vehicle rental services.
  - UVM has contracts with the service vendors that provide vehicles at a discounted price.
- Clubs must submit a purchase order (PO) to pay for external rentals.
  - For all external vendor vehicle rentals, club signers must submit a purchase order (PO) request 6 weeks prior to the rental date.
- The reservation MUST be made before filling out the PO because you will need the confirmation number.
- Any quotes for buses must be included with the PO.
- Bring the physical PO to the vendor when picking up your rental.
External Vendor Vehicle Rental Rental cont.

- **Vans:**
  - **Hertz (19+) -** Reservations can be made online [here](#).
    - Contact [Colby.wood@hertz.com](mailto:Colby.wood@hertz.com) with questions.
    - Use UVM Discount Code (CDP#) 1814044 when booking online or via telephone.
    - For local rentals, **ALWAYS** use the 1335 Shelburne Rd location to avoid additional daily airport fees.
    - If there are no vans available, please contact Meg ([uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)) ASAP.

- **Cars/SUVs:**
  - **Enterprise (21+ for cars, 25+ for 12-passenger vans) -** Reservations can be made online [here](#).
    - Contact [Shane.R.Flanagan@ehi.com](mailto:Shane.R.Flanagan@ehi.com) with questions.
    - UVM’s Corporate Account Number (discount code) for Enterprise is JN0500.
    - For local rentals, **ALWAYS** use the 1891 Williston Rd location to avoid additional daily airport fees.
    - If there are no cars/SUVs available, please contact Meg ([uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)) ASAP.

- It is always a good idea to call the location 1-2 days before your rental to confirm
External Vendor Vehicle Rental cont.

- **School Bus**
  - UVM contracted vendors:
    - **First Student Charter Bus** - email jennifer.mitchell@firstgroup.com or danial.sargeant@firstgroup.com
    - **STA/Mountain Transit** - email mtcharters@ridesta.com
  - Please reach out to both companies for a quote and use the one with the best rate.

- **Coach Bus**
  - **Lamoille Valley Transportation** - UVM contracted vendor
  - Email joel@lvt.org for more information.
External Vendor Vehicle Rental Process

1. FIRST, make a reservation with the vendor - *this generates information you will need for the next step.*
2. Submit a **Step 1 Spending Request** form.
3. **Upon approval,** follow the directions you are prompted with.
4. Maintain communication with the SGA Finance Office as they help you to get a PO created.

- Don’t forget to request a gas card! See how to begin that process on [this slide](#).
## Travel Form Submission Time Table

<table>
<thead>
<tr>
<th>Service</th>
<th>Form</th>
<th>When to submit?</th>
<th>Next steps:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Card</td>
<td>Spending Request - Gas Card</td>
<td>No less than 1 week before gas card is needed</td>
<td>Schedule a time to pick-up card from Meg in SGA Office</td>
</tr>
</tbody>
</table>
| SGA Vehicle       | Vehicle Request             | 1-5 weeks before vehicle is needed (no sooner than Friday @ 9:00am 5 weeks before) | • Pick up keys 24 hours before or by 3:30pm on Friday  
|                   |                             |                                                                                | • Cancel 2+ days before rental date                |
| External Vehicles | Spending Request - Purchase Order | 6 weeks before vehicle is needed                                    | Upon approval, follow instructions from SGA Business Office |
Out-of-State Travel

- Need to create an Event on UVMClubs.
- Here is a video that explains how to do so. It starts playing on the slide just before “How to Create an Event Submission”.
- The following image depicts the page you are looking for:

![Create Event Form](image)

- Helpful tip: create an event submission at the same time as requesting a vehicle or PO to ensure the event is approved before you travel.
COVID-19 Information

- **Travel to Canada** - Due to the COVID-19 pandemic, international travel is currently prohibited.

- **Masks** - Until further notice, all passengers are encouraged but not required to wear masks in all vehicles not belonging to an individual in your club (i.e. SGA vans, Hertz/Enterprise rentals, buses, etc.).

- **Cleaning** - Please sanitize SGA vans before and after use.
Travel Resources and Forms

- SGA Transportation Policy
- UVM’s Transportation Policy: http://www.uvm.edu/policies/riskmgm/driversafety.pdf
- Risk Management Driver Certification: https://www.uvm.edu/riskmanagement/driver-training-and-certification
- Spending Request form - for Purchase Orders and Gas Cards
- REQUEST SGA Vehicle form
- SGA Vehicle Rental Paperwork form (to be submitted AFTER Request form is approved)
  - Please reach out to Meg at uvmsga@uvm.edu with any questions, comments, or concerns.